

Directorate:	Children's Services	School:	St Thomas of Canterbury RC Primary School
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Job details

Job title:	School Receptionist
Grade:	Scale 1B
Location of work:	Main Reception Office
Directly responsible to:	Headteacher/School Business Manager
Hours of duty:	
Primary purpose of the job:	To assist the School Business Manager in the provision of administrative and reception support for the school

Main duties and responsibilities/accountabilities

To be responsible for the efficient running of the reception desk and provision of administrative support

Communication:

- Receiving and escorting visitors with a welcome.
- Assist by maintaining security at the main entrance by ensuring that all visitors sign in and out.
- Taking telephone calls and relaying messages.
- Receiving, despatching and distributing school mail.
- Contact with parents/carers and other external agencies.
- Contact with kitchen staff and midday supervisors regarding information on meal numbers and children's needs.
- Contact with the Site Office/Caretaker with regard to repair and maintenance of the school premises and visiting personnel.

SIMS.net

- Updating attendance registers via SIMS.net.
- Producing reports from attendance and other software packages.
- Updating pupil records.

Word Processing:

- Letters, reports, timetables, newsletters and circulars.
- Forms for support services as and when required.

Miscellaneous:

- Collection and banking of school meal income.

- Completion of weekly and monthly dinner and milk returns.

Reprographic Work:

- Photocopying and distributing letters etc.
- Photocopying, collating and assembling staff documents, hand outs and other bulk copying.

Filing and Office Management:

- Maintaining a filing system for all documents and retrieving information as required.
- Updating and maintaining student records.
- Maintaining a clean and tidy office.

The post holder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.

To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

To undertake any other such duties that are reasonably commensurate with the level of this post or as required by the Headteacher.

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Salford City Council are currently in the process of undertaking a job evaluation exercise as part of its commitment to achieve an equitable grading system for its staff. It is envisaged that this system will be ready for implementation for the budget year 2007/2008. It is inevitable as a consequence of this that the grade of some jobs will change. Implementation will be phased over a period of up to 3 years at the conclusion of the process and in consultation with our Trade Union colleagues. Progress in respect of the job evaluation exercise will be communicated to all staff via regular newsletters and briefings as appropriate.

Date job description prepared/revised:

Prepared/revised by:

Agreed job description signed by holder: